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| Position Title | General Manager | Date Reviewed (dd/mm/yy) | 10/11/2021 |
| Reports to (Position Title) | WA Squash Board | | |

Position's Objective *(Key objective of the Position in one to two sentences)*

The General Manager partners with the Board, Association members and key stakeholders of our sport to develop and implement our strategic plan. This role is responsible for supporting the development, capability, and sustainability of Squash in Western Australia.

| Focus Area | Key Accountabilities <i>(Key Outcomes)</i> |
|-------------------------------------|---|
| Leadership, Engagement & Management | <ul style="list-style-type: none"> ▪ Establish and maintain relationships with key contacts in sport in WA, such as DLGSC, Squash Australia, SportsWest, WALGA, Member Clubs and the wider sporting community. ▪ Represent WAS ▪ Formulate budgets for approval by the Board ▪ Manage Finances of WAS ▪ Coordinate the efforts of the sub-committees of WAS ▪ Report to the Board ▪ Seek commercial partners to support the programs and objectives of WAS. ▪ Participate as a member of Squash Australia's EOC group. ▪ Responsible for the development and maintenance of a facilities plan for squash in WA. ▪ Identify and apply for grants and opportunities to fund Squash in WA. |
| Operations | <p>Coordinate the administration of WA Squash, by:</p> <ul style="list-style-type: none"> ▪ Reviewing and improving organisational effectiveness - to develop best practice in policies and procedures for compliance. ▪ Provide Marketing support for participation, development and the operation of squash. ▪ IT Support ▪ Management of databases such as competition software, Facilities, Club Contacts and WAS records ▪ Manage the running of WAS Events. |
| Financial | <p>Sound financial management of the Association's business including:</p> <ul style="list-style-type: none"> ▪ Payroll, accounts payable and receivable ▪ Production of reports (eg. budgets, cashflows and event P&L's) |
| Participation | <p>Develop and implement participation opportunities for squash in WA by:</p> <ul style="list-style-type: none"> ▪ Managing a Statewide Calendar of events ▪ Creating and managing WAS events with financial reporting ▪ Assisting clubs to set and deliver events ▪ Developing a framework of participation for WAS that balances opportunities for engagement across the life and skill span – Activity Matrix. ▪ Setting interclub participation – competitions and league ▪ Establish policies and procedures to support programs and events (bylaws, event protocols etc.), including event summaries and financial summaries for the Board. ▪ Provide SportyHQ support for participation ▪ Develop structured marketing to further the objectives of increased participation: media releases, updates, social media interest. |

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| | <ul style="list-style-type: none"> Appoint coaches and resources to manage the operations of representative teams. Responsible for the leasing and operational management of the WA State Squash Centre as it relates to WA Squash business. |
| Club Development | <p>Support for the development of Clubs, Officials and Educational engagement throughout WA including:</p> <ul style="list-style-type: none"> Supporting the development of clubs, coaches and referees in WA. Providing mentoring to all clubs, coaches and officials to develop the capability of their club in line with best practice. Creating/modifying program content for participation. Identifying programs from SQA for implementation. Maintaining register of coaches, referees and a provide access to specialist support for these groups. Identifying opportunities to create participation through program development. Managing the introduction and participation of squash in all WA schools. |
| <p>Carrying out the responsibilities of the position in accordance with WA Squash’s Code of Conduct, and behaving and interacting with colleagues and stakeholders in accordance with the Association’s relevant standards, values and policies.</p> | |

Direct reports:

2

(No of Positions reporting directly to this position.)

Indirect reports:

10 (casual)

(No of Positions reporting to direct reports.)

Essential Appointment Criteria (the minimum criteria that need to be met to be appointed to this position)

Qualifications (Degree, Post Secondary Qualification, Trade Certificate)

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Experience (Relative 1-3yrs, Considerable 4-6 yrs, Substantial 7-9yrs, Extensive 10+yrs)

- Considerable experience in leading and managing change
- Relevant experience in the management of staff and contractors
- Considerable experience in the development and implementation of operational procedures
- Relevant experience in highly organisational, administrative and/or managerial roles
- Relevant experience in the administration of sport

Values and Behavioural Expectations

- Demonstrated customer service focus
- Excellent skills in the Microsoft Suite
- Skills in sporting competition software (eg. SportyHQ)
- Demonstrated ability to be independent and proactive
- Demonstrated high level communication and interpersonal level skills

Desirable Criteria (Qualifications, experience and competencies that are not essential for appointment, but will facilitate fully effective performance or reduce the requirements for on-the-job learning. eg. knowledge of key internal business processes or systems).

- Knowledge of and exposure to Squash
- Relevant experience working with competition software (WAS currently uses SportyHQ)
- Relevant experience in a management environment for sport
- Achievement or significant progress towards a tertiary qualification in Sport and Business management or related field